

IMPORTANT INSTRUCTIONS FOR COMPLETING THE JUROR QUALIFICATION QUESTIONNAIRE

Juror Qualification Questionnaires can be completed online!

Please visit our home page at : www.mad.uscourts.gov. From the Jurors drop down tab please select "**WORCESTER**". Select the eJuror link. This will bring you to the on-line questionnaire.

ALL QUESTIONNAIRES MUST BE COMPLETED AND RETURNED WITHIN TEN DAYS OF RECEIPT BY ONLINE SUBMISSION. IF YOU DO NOT HAVE ACCESS TO A COMPUTER PLEASE CALL 617-748-4574 TO REQUEST A PAPER JUROR QUESTIONNAIRE. Upon request, you will receive a questionnaire and a postage paid envelope. The questionnaire must be completed and returned immediately.

Log in using your nine digit participant number located above your name on the summons, the first three digits of your last name, and your date of birth. Please follow the on-line instructions for each question. **DO NOT HIT THE BACK BUTTON ON YOUR WEB BROWSER!** Please use the back button at the bottom of each screen. You will have the opportunity to review your answers before submitting the questionnaire. Each page has a "Help" feature to answer most questions you may have.

If you have an extreme hardship, you are able to request an excuse or postponement of service online. In order to request an excuse or postponement of service **you must first complete and confirm your juror qualification questionnaire online. The option for these requests can be found on the left side of the web page AFTER reviewing and confirming your responses.** (If you entered a change to your name and/or address, the court must approve the edit before you will have the ability to request a postponement.)

REQUESTING AN EXCUSE FROM JURY SERVICE:

If you are requesting to be excused or postponed due to extreme hardship that is not listed on the questionnaire, you may send an e-mail to ejurywor@mad.uscourts.gov explaining the hardship. All hardships are reviewed by the court on a case by case basis.

If requesting to be excused or postponed due to a medical condition, you must submit a letter on letterhead from your doctor. You or the physician may email the document(s) to ejurywor@mad.uscourts.gov , fax the documents to 508-929-9908 or send by mail to the address located on the front of the summons.

The following excuses are accepted by the court by request and proper documentation.

- 1) Jurors who are 70 years of age or older and choose not to serve. You **MUST** complete the online juror questionnaire and request to be excused.
- 2) Persons having full time care **and** custody of their child or children, under the age of ten years old whose health and/or safety would be jeopardized by their absence for jury service. You **MUST** provide the age of your children when prompted
- 3) Persons who are essential to the **full time** care of aged or infirmed persons in their custody. You **MUST** provide a specific physicians letter stating that you are the full time care giver of a person in a custody.
- 4) Any person who has served **FIVE (5)** or more days of STATE court jury service in the past three years. You **MUST** provide a copy of your certificate of STATE court jury service.
- 5) Any person having served FEDERAL court jury service in the past three years. You **MUST** provide a copy of your Certificate of Jury Service, a copy of your FEDERAL jury summons or indicate the date(s) served.
- 6) Volunteer safety personnel who serve without compensation as firefighters or members of a rescue squad or ambulance crew for a public agency. You **MUST** provide proof of your volunteer status.

PLEASE READ THOROUGHLY BEFORE CONTACTING THE JURY OFFICE.

FREQUENTLY ASKED QUESTIONS

- * **Do I have to appear each day for jury selection?** *No.* You should appear only when instructed by calling the automated telephone system. Actual in-court attendance is usually less than ten days. Once a juror has served on a trial, the clerk will make every effort not to call that juror back for another trial. The Court normally conducts jury selection on the first business day of the week, Monday. In the event of a holiday jury selection is conducted on a Tuesday.
- * **Does prior state court jury service excuse me from serving at the U.S. District Court? What if I have upcoming state court jury service.** *No.* Prior state court jury service does NOT excuse you from federal jury service **UNLESS YOU HAVE SERVED FIVE (5) DAYS OR MORE IN THE PAST THREE YEARS AND PROVIDE PROOF OF THIS SERVICE.** Federal court jury service takes precedence over state court jury service. Therefore, you are only required to complete your federal jury service. If you are currently summoned to both courts, please contact the Office of Jury Commissioner at 1-800-THE-JURY to be excused from your state court jury service.
- * **Can I be transferred to a court closer to my home? Why do I have to go to Worcester?** *No.* The jury pool for Worcester includes the entire county of Worcester.
- * **How will I know if I have been excused, deferred or disqualified from jury service?** *Approximately ten business days prior to the date printed on your summons, please call the automated telephone system.* If you have been excused, disqualified or deferred from jury service, you will be notified upon calling the automated phone system. You **WILL NOT** receive notice by mail.

***** IMPORTANT INFORMATION *****

- ☐ **Questionnaire:** Please complete the online Juror Qualification Questionnaire within **10 days**. You are still obligated to complete the juror questionnaire regardless of requesting an excuse, disqualification, or postponement from jury service.
- ☐ **Automated Phone System:** To receive reporting instructions and/or requests to be disqualified, deferred or excused, call 1-800-882-1249 between the hours of 9:00 a.m. and 4:00 p.m. approximately **ten business days prior to your summons date**. The automated system will prompt you to enter in your *nine digit participant* number, which is located on your jury summons. Do not discard your Summons for Jury Service under any circumstances.
- ☐ **Personal Hardship/Postponement Request:** If jury service will result in undue personal hardship you may request to be excused or postponed. Complete the online Juror Qualification Questionnaire. Please email a detailed letter (ejurywor@mad.uscourts.gov) stating the reason(s) for your request within ten days. You are still obligated to call the court automated phone system for inquiries regarding your status as a prospective juror. Any request to be excused or postponed for a medical reason, requires a physician's letter specifying the condition that prohibits you from serving. The letter should include your nine digit participant number. Full-time students should submit a copy of their student I.D. and class schedule when requesting a hardship.
- ☐ **On Call Status:** As a prospective juror, you should expect to remain ON CALL for a period of up to two months starting on your summons date. This *does not* mean that you appear everyday for two months. It does mean you are obligated to call the jury automated phone system each Friday after 5PM for reporting instructions. You are required to appear only as needed. Within your two months of on call service, you may be required to appear more than once for jury selection.
- ☐ **Reporting Information:** The first day you report for jury service, jurors can expect to be at the court at 8:00 a.m. until, on some occasions, 5:00 p.m. If you are **selected** to serve on a trial, most Judges at the Federal Court sit between the hours of 9:00 a.m. and 1:00 p.m. The average length of a trial at the Federal Court is 4-7 days. **Please note: The two month on call period is the date range the jury department can call you in for jury selection. This in no way restricts the time you may serve on a specific trial.**
- ☐ **Compensation:** You are compensated at a rate of \$50.00 per day and \$.58 per mile for travel expenses. You will be required to pay transportation and parking expenses out of pocket. The Court reimburses you for parking fees (with a receipt) and any toll charges incurred. All reimbursements are made by check and mailed to your address within ten days following your jury service.
- ☐ **Parking for Jurors:** The closest public parking facility is the **Federal Plaza Garage** which is located at 570 Main Street in Worcester, however parking cannot be validated. Parking fees range from \$8.25 to \$20.00. Please keep receipts from any parking charge with you when going to the Courthouse. All reimbursements are made by check and mailed to your address within ten days following your jury service.